TOWN OF LEDYARD
CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman Kevin J. Dombrowski

April 27, 2023

Chairman Norma Sokolski
Ledyard Senior Citizens Commission
14 Mary Belle Circle
Ledyard, Connecticut 06339

Dear Chairman Sokolski:

As you are aware the town continuously works to reduce costs while improving efficiencies and services to our residents. This work has included the restructuring and sharing of resources and staff between the Senior Citizens Center and the Parks & Recreation Office.

This process began with the Parks & Recreation Department relocating from Blonders Boulevard to the Senior Citizens Facility on Van Tassel Drive in Gales Ferry in 2020. To complete this merger the Town Council adopted amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard"* at our April 26, 2023 meeting.

In accordance with Section 5 "Implementation" of the Ordinance we ask you solicit the interest of all your Commission's members for their interest to serve on newly combined Ledyard Parks, Recreation and Senior Citizens Commission.

In addition, we ask that you report the desires of your members and your recommendation regarding the present members to serve on the combined Commission to the Administration Committee no later than May 31, 2023.

The Town Council has appreciated your participation and valued your input during this process. Taking this final step to combine the two Commissions will streamline daily operations, provide financial and space benefits, as well as support additional programs and events.

Should you have any questions regarding this initiative please feel free to contact me at at (860) 383-6463or e-mail council@ledyardct.org.

Sincerely,

Kevin J. Dombrowski
Chairman

Attachment

cc: Director of Parks, Recreation & Senior Citizens Commission
Administration Committee

KJD/rm

AN ORDINANCE COMBINING PARKS AND RECREATION COMMISIONAND SENIOR CITIZENS COMMISSION FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a *"Parks, Recreation, and Senior Citizens Commission"*.

Section 1. Purpose

(a) The purpose of this Ordinance is to formally combine the Parks and Recreation Commission with Senior Citizens Commission with the in the Town of Ledyard; herein, to be known as "*Ledyard Parks, Recreation, and Senior Citizens Commission*".

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/ Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 *"An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds*; and in accordance with Ordinance #200-012 *"An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard"*.

(b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

KJD/rm

Submitted to T. Clerk's Office on: 4/27/2023/rm

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission.*

In making the original appointments under this ordinance, the Town Council shall designate three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st, of the coming year and shall be a thirteen (13) month calendar; inclusive of January of the following year. Special meetings may be called by a majority of the members of said Commission.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this section.

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks, Recreation, and Senior Citizens* Commission shall make reports to the Town Council.

2. Shall adopt Rules of Procedure and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.

3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.

4. To develop, establish, improve and coordinate recreational programs to benefit the general population in the Town of Ledyard. Including nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.

5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.

6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the Ledyard *Parks, Recreation, and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.

7. The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to represent senior citizens at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Cancellation and Amendment of Previous Ordinances

- This Ordinance amends Ordinance #100-016 "*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*".

- This Ordinance cancels and supersedes Ordinance #100-014 "*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*".

Section 9. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Ledyard Town Council on: April 26, 2023

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: 4/27/23

Fred Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

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Revisions:

Parks and Recreation Commission

Ordinance #12 *"Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard"* Adopted by Town Meeting December 11, 1967; Ordinance #12 *"Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard"* Amended and Adopted December 22, 1972; Ordinance # 137 *"An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard"* adopted on October 22, 2014; Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.

Senior Citizens Commission

Ordinance #58 *"An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,"* adopted on September 28, 2011 and overrode the Mayor's disapproval/veto on October 12, 2011.-Ordinance #147 *"An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard"* adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council's 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 *"An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard"* adopted on October 22, 2014; and Ordinance #100-106 *"An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard"* were combined to become Ordinance #100-016 (rev 1). The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and* Senior Citizens *Commission.*